



Learning is at the heart of everything that we do  
 “This is an outstanding School” – OFSTED 2017

## Pupil Premium Pupils Support Officer

<b>Job Title:</b>	Pupil Premium Pupils Support Officer
<b>Grade</b>	Grade 6 - £16,142 per annum (Actual starting, gross, salary for days and hours worked) rising to £17,164 by incremental progression
<b>Hours:</b>	37 per week term time only, expected hours to be 8.30am-4.30pm daily including unpaid breaks
<b>Reporting to:</b>	Deputy Headteacher

### MAIN PURPOSE OF THE ROLE:

The Government provides “Pupil Premium” funding to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers.

- To act as a “champion” for these pupils with the aim of improving outcomes with an initial focus on attendance in Year 11.
- To provide intensive, targeted and personalised support for all Pupil Premium pupils, removing barriers to under achievement and enabling sustained and successful engagement in their education.
- To work with families, teachers, support staff, and agencies in the community, in raising aspirations and achievement, to attain excellent outcomes.

### ACCOUNTABILITIES AND TASKS

Accountability	Task
To improve the outcomes for Pupil Premium pupils	<ul style="list-style-type: none"> <li>• To deliver and be accountable for the Pupil Premium Action Plan</li> <li>• To raise staff awareness and expectations of all Pupil Premium pupils</li> <li>• To have at least one structured conversation with each Pupil Premium pupil per year</li> <li>• To encourage and facilitate Pupil Premium involvement in extra curricula activities</li> <li>• To monitor 1:1 English and Maths tuition and progress</li> <li>• To ensure Pupil Premium pupils attendance at all department</li> </ul>



**Learning is at the heart of everything that we do  
“This is an outstanding School” – OFSTED 2017**

	<ul style="list-style-type: none"><li>intervention sessions</li><li>• To promote high expectations and aspirations for Pupil Premium pupils, liaising with The Work-Related Learning Coordinator</li><li>• To provide home/school support in developing metacognition and study skills</li><li>• To meet with Pupil Premium parents/carers before pupils begin at Downlands</li><li>• To create a parent/carer support group, with half termly meetings</li><li>• To facilitate parenting engagement classes</li><li>• To liaise with external agencies for Pupil Premium pupils</li><li>• To liaise with the Special Educational Needs (SEND) department relating to Pupil Premium pupils</li><li>• To record all initiatives on the School’s computer records system (SIMS)</li></ul>
<p><b>To improve the attendance of Pupil Premium pupils, where needed, with a focus on Year 11 pupils in the first instance</b></p>	<ul style="list-style-type: none"><li>• Helping to improve punctuality and attendance by monitoring and offering assistance to pupils and their families</li><li>• To improve the attendance and particularly target persistent absence of Pupil Premium pupils</li><li>• To make home visits and support with work where appropriate</li><li>• To make home visits, in the mornings as appropriate, to facilitate pupils’ attendance and punctuality</li><li>• Transport children when necessary</li><li>• Set pupils targets to improve punctuality and attendance and provide strategies for pupils and their families to achieve this.</li><li>• Provide advice on managing behavioural issues, boundaries and day-to-day routines which may affect attendance.</li></ul>

***This role specification contains an outline of the jobholder’s principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary***



Learning is at the heart of everything that we do  
 “This is an outstanding School” – OFSTED 2017

## Pupil Premium Pupils Support Officer – Person Specification

Qualifications and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> <li>• A suitable level of educational qualification that allows appropriate support to be provided to pupils aged 11- 16</li> <li>• Qualifications relevant to the role are desirable</li> <li>• Experience of working with families and young children and preferably have experience of working with children on a one-to-one basis.</li> <li>• Experience of working with external agencies may be an advantage</li> <li>• Experience of working on own initiative and making decisions</li> <li>• A commitment to the welfare and safeguarding of young people is essential. Knowledge and understanding of child protection and health and safety practices and procedures is desirable</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional interpersonal skills that connect with others, inspiring value and self-worth</li> <li>• Excellent creativity to design and implement new initiatives, improve existing ones and continually be thinking of how to boost the engagement of young people.</li> <li>• The ability to communicate effectively with children and young people, families, school staff and a range of other professionals.</li> <li>• Able to work effectively as part of a team</li> <li>• Ability to take responsibility and work within set boundaries with sound judgment as to when to act independently and when to refer or seek advice</li> <li>• Good written communication skills and record keeping</li> <li>• Holder of a full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Dogged resilience and determination to persevere, relentlessly striving to overcome obstacles and problems.</li> <li>• A high level of emotional intelligence to understand the barriers and perspectives of others and promote change.</li> <li>• Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils</li> <li>• Confident and assertive and able to thrive through challenges</li> <li>• Enjoy a busy and sometimes demanding workload</li> <li>• Flexible in attitude</li> <li>• Smart appearance in accordance with the school dress code</li> </ul>



**Learning is at the heart of everything that we do**  
**“This is an outstanding School” – OFSTED 2017**

## **FURTHER DETAILS**

Downlands Community School is an oversubscribed and expanding 11-16, mixed, comprehensive school with an enviable reputation for success with pupils of all abilities and from all social backgrounds. Full information about the School is available from the Downlands Website under “Information – Vacancies – General Information for Applicants”.

The School was inspected by OFSTED in November 2016. The report, published in January 2017, found that the School is “Outstanding” in all areas including Personal Development, Behaviour and Welfare.

The Government provides “Pupil Premium” funding to all schools to raise the attainment of disadvantaged pupils of all abilities, and to close the gaps between them and their peers. We wish to appoint a person to work with these pupils, their families and their teachers to achieve this. The role requires someone with the skills to intervene to achieve change. This will require excellent interpersonal skills, resilience and determination. This is new post to strengthen the school’s work with disadvantaged pupils, to raise their aspirations and give them the tools and support to achieve and succeed.

The new post holder will join a team of committed individuals who already promote the progress and welfare of all pupils. These include, the Achievement Leaders (Heads of Year) and their Pastoral Support Officers, the Work-related Learning Coordinator, the Pupil Services Assistant, who monitors attendance, and the other staff who support pupils whose behaviour or attitude may impede progress.

The School currently has 1105 pupils on role of whom 100 are Pupil Premium pupils spread across the year groups. Sixteen are in Year 11. We expect the person appointed to act a champion for these pupils ensuring that these pupils reach their targets. Some pupils in this group can have progress hindered by unsatisfactory attendance. The improvement of the attendance of some Year 11 pupils will be a focus in the first instance. Having made a difference in this area, the focus of work is likely to change and so future flexibility for the focus of support will be needed.

Applications from people with an educational background or experience of working with young people and their families are welcomed. However, anyone with confidence, authority, resilience and the ability to relate to young people and their families will find the job hugely rewarding.

If you would like to make a difference, we welcome your application. Applications should be made on a West Sussex application form for support staff which can be downloaded from the School website under “Information – Vacancies”. Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application that you **do not** want us to contact your referees without letting you know first.



**Learning is at the heart of everything that we do  
“This is an outstanding School” – OFSTED 2017**

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

The job will be offered subject to satisfactory references, criminal record and health checks

A copy of the staff dress code can be found on the School website in the “Current Vacancies” section.

**Start Date – April 17<sup>th</sup> 2018 or as soon as possible thereafter.**

## **APPLICATIONS**

Applications should be made on a fully completed West Sussex application form for the appointment of support staff which can be downloaded from the School website under “Information – Vacancies”.

Address applications to the Headteacher, Mr Mark Wignall and email them to our HR Officer by email to [jmcmahon@downlands.org](mailto:jmcmahon@downlands.org) or , if necessary, by post to Downlands Community School, HR Office, Dale Avenue, Hassocks, West Sussex, BN6 8LP. Telephone 01273 84 77 34

Unless requested, all communication will be via email. Applications by CV alone cannot be accepted

The closing date for applications is **midday on Wednesday 14<sup>th</sup> March**. Interviews are expected to be held soon after. Applicants who have not been contacted by 23<sup>rd</sup> March should assume that they have not been successful on this occasion.

Thank you for your interest in the post

**February 2018**